



RECREATION COORDINATOR

FLSA Status: Non-exempt
Adopted: February 2004

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general supervisor of the Recreation Services Manager, the Recreation Coordinator is responsible for planning, organizing and supervising program specific aspects of the recreation function. The Recreation Coordinator assists the Recreation Services Manager in the Town's daily recreation programming, including supervision of part-time staff, facility scheduling, maintenance of equipment, games & supplies; management of Recreation Center facilities in the absence of the Recreation Services Manager; and related work as required.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator works under the general direction and guidance of the Recreation Services Manager and City Manager. The Recreation Coordinator exercises daily supervision over part-time recreation support staff. May recruit and hire subordinate Recreation Leaders and Recreation Instructors.

TYPICAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates and implements recreational activities in specific program areas
- Conducts classes and activities
- Supervision of part-time, per diem, and temporary staff
- Supervises and coordinates the activities of a special program area
- Organizes and directs recreational activities for children, adults, senior citizens and the handicapped at playgrounds, community centers and other recreational areas
- Plans and designs programs and instructional classes with assistance of supervisor
- Maintains discipline and encourages observance of required safety precautions
- Maintains records of participation, supplies and equipment
- Issues and ensures the return of recreation equipment
- Collects and accounts for program user fees
- Prepares publicity releases and related materials in connection with specific programs
- Provides information to other departments and the public relating to program activities
- Recruits, screens, recommends for employment part-time, per diem, and temporary staff and volunteers
- Assists in the evaluation of part-time, per diem, and temporary staff and volunteers

- Supervises and trains part-time, per diem, and temporary employees, contractual staff and volunteers
- Conducts program orientation meetings on departmental policy, procedures, and rules.
- Assists in preparing budget materials
- Prepares reports and correspondence
- Performs other duties as assigned.

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Set up, move, and take down recreational and facility equipment
- Speak and write clearly and understandably
- Attend and participate in weekend and evening activities as assigned
- Draft reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Perform duties on a regular and consistent basis
- Use a telephone
- Demonstrate confidentiality

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating part-time staff; departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis

Ability to:

- Maintain sound recreation procedures and records
- Explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Follow financial procedures
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Attend and participate in evening activities as assigned
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner

- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Education equivalent to a two-year degree with an emphasis in recreation, leisure, physical education or closely related field preferred.
- Experience: Two years of progressively responsible full-time recreation experience

Or

Three years as Recreation Leader in the Town of Colma

LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California drivers license.